STATE RECORDS COMMITTEE

Approval Signature Sheet Records Retention Schedule Application #930113-01

Sheet 3 of 3

Schedule Number: 94-0006

Effective Date: 08/23/94

Creating Agency:

Department of Transportation

Operations Division
Office of Traffic Safety

Series Title:

Safety Enhancement Review Report.

Dates Covered:

1983 and [ongoing]

Access:

Open

Disposition

Instructions:

Cut off at calendar year

District Office (Original Record):

Close at end of calendar year and place in inactive file.

Cut off inactive at end of calendar year hold ten (10) years.

Destroy.

General Office (Reference Copy):

Keep until no longer needed.

[Plan to keep ten years.]

Destroy.

State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.

Edward Weldon

Secretary of State Designee

Edward Wildon

Jan. 31, 1998

Date

C:\A1\SCHEDULE\94-0006January 26, 1995



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	INSTRUCTIONS: See Department of Archive Attention: Scheduling	e Publication No. 76—RM—1 for instructions on completing ves and History, Records Management Division, 330 Capital Section 93 (2) 17 cm.	itol Avenue, Atlanta, Georgia, 30334,					
			Sheet 1 of 3					
4.	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE					
A	plication Date	Office of Traffic & Safety Georgia Department of Transportation	Application Number 94 - 0006					
Ар	oplication Number	Atlanta, GA 30334	Date Received 1993 Date Completed 18/23/94					
2.	Person to Contact Richard	Working Title d Graves Accident Analysis Engi	Telephone Number					
2		1 di	MICEL 031-3330					
3.	Action Requested a. Ø Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated.							
4	c. Amend Application Dates of Series	No Check One: ☐ Change; ☐ Super						
Ea	arliest Latest	5. Records Series Title (followed by title used in office; in	t different)					
	1983 1992 Division and Office Function	Safety Enhancement Review Report What is the function of the Division and the Office						
	operation and maint of the seven Distri and pedestrian trad weight and oversize ways. The Traffic guidance and ensuri systems supervised	ision of the Georgia Department of Transp tenance of all roads and bridges on the s ict Offices throughout the State; designi ffic control; issuing permits and enforci e vehicles; and relocation of utilities e and Safety Section of the District Offic ing uniform operation of traffic control or controlled by the appropriate distric estigates sites on the State Route System	state highway system; supervision ing improvements in vehicular ing regulations governing over-existing on project right of ces is responsible for providing devices on all transportation ct office. The Traffic and					
7.	Record Series Description	This file contains the following documents (include form Attach samples of the file,	n numbers and titles, if any):					
-	1	The investigation of fatal accident sites on the state route system. Included are some non fatal accidents and fatal accidents for railroad. crossings not on the state route system.						
	(Copy of police report for the fatal accid report are maintained by State Patrol.	lent. Official copies of police					
								
			. *					
		•	$\hat{\mathbb{N}} = \mathbf{v}$					
,	File is arranged: A	Alphabetically by county by year						
8.	Monthly Reference Rate	How often are records referred to which are:						
		aily; Seven to twelve months old <u>daily</u> ; Thirtee	n to twenty-four months old <u>monthly</u> ;					
9	twenty-five months and older Annual Rate of Accumulation							
		Letter-size drawers; Legal-size drawers; Shelves; Other (specify)						
•	Letter-Size Grawers	; Legal-size drawers; Sherves	; Other (specify)					

						· • • • • • • • • • • • • • • • • • • •	
	0. Questionnaire	(Place an "X" in th		n)			
X	a. Is this the office	cial copy of the series s it? The Distric	? ct who does	the report mainta	ains the offici	al copv.	
				uiring security handling?	,		
$\frac{X}{X}$	X J						
		vital record? s series have historical or long term research value?					
		r two documents in the file make it necessary to keep the entire file for a long period, could these					
1 1	N/A documents be scheduled separately?						
 	f. Is the information contained in this series ever published? If yes, attach copy. g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?						
X _	X If yes, attach copy,						
1 1	If ves, where?	lication of this series in your office, or in another office or agency? The District Office does the report & sends a copy to Traffic & Safety in General Office.					
		or a major portion of it) regularly microfilmed? The police report is maintained by					
	•	d series result in a cor		·	State Patrol o	n microfilm.	
Ketentio	n Requirements	i ne tollo	wing requires to	e series to be kept:			
a. State			.years.	d. Audit period		years.	
b. Statut c. Feder	te of limitation	· · · · · · · · · · · · · · · · · · ·	-	e. Administrative ne f. Federal retention			
t. reder	ai 1644		, years.	i. Federal retention	instructions	years.	
	d Disposition Insti in the current file:		dar Year; 🗆 Fi	s that the file series be cut scal Year; Other year(s); then			
				•			
		ng area; hold rds Center; hold					
☐ Destre	oy.						
		ves for permanent rete	ention.				
	Other (Specify) District has original - Close at end of each calendar year, place in inactive file for 10 years then destroy.						
Genera		Has reference o Plan to keep 10		to no longer need	led then destro	y.	
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	structions apply to	o all prior and future a	accumulations o	f the series. Schao	Jule 94-0006 (
	structions apply to	o all prior and future a	accumulations o	f the series. Scheo	dule 94-0006, (
ancy Head					,	08/23/94	
ency Head	Designee (Signa			cords Management Office	r (Signature)		
ency Head					r (Signature)	08/23/94	
ency Head				cords Management Office	(Signature)	08/23/94	
commenda	Designee (Signa) Library Attions in para-	tyre)	Date Re	Management Office Matha B.	(Signature)	08/23/94 Date 0////////3	
ecommenda	Designee (Signa Library) Options in para- approved.		Date Re	State Records Comments STATE RECORD	(Signature) Zon Arte (Signature) ORDS CO	08/23/94 Date 0////////3	
ecommenda aph 12 are a	Designee (Signa) Library Ations in para- approved. ed, attach letter	tyre)	Date Re	State Records Comments STATE RECO	(Signature)	08/23/94 Date 0/////////3	
ecommenda raph 12 are	Designee (Signa) Library Ations in para- approved. ed, attach letter	State Auditor/D	Date Re	State Records Comments STATE RECORD	(Signature) Zon Arte (Signature) ORDS CO	08/23/94 Date 0////////3	